

ATTACHMENT D - Revised
Addendum 1 – 6-29-05
PRICE BID FORM - INSTRUCTIONS

Instructions

In order to assist Bidders in the preparation of their bids and to comply with the requirements of this solicitation, Price Bid Form Instructions and a Price Bid Form have been prepared. Bidders must submit their bids on the forms in accordance with the instructions on the forms and as specified herein. Do not alter the form or the bid will be rejected. The Price Bid Form is to be signed and dated, where requested, by an individual who is authorized to bind the firm to all prices offered.

The State reserves the right, at its sole discretion, not to purchase any equipment or services which are solicited under this RFB.

The Specifications for each Project Line Item requested is provided in Column A. Bidders are required to record the prices they are bidding for each Project Line Item listed in the Bid Price Column B - Material, and Bid Price Column C – Labor, and then total Column B and Column C (The Sum of ITEMS #1 through 10). Where no Contractor material is provided, leave Column B blank. Following this compute the Bidder's **TOTAL PRICE BID** (the sum of the total of Column B and Column C. The **TOTAL PRICE BID** shall be the basis for comparison of Bid Prices and recommendation for award.

- A) All Prices must be clearly typed or written in ink with dollars and cents, e.g., \$24.15.
- B) All Prices must be the actual price the State will pay for the proposed item per this IFB and may not be contingent on any other factor or condition in any manner.
- C) All calculations that result in a fraction of a cent must be rounded to the nearest whole cent, i.e., \$1.025 would be rounded to \$1.03 and \$1.024 would be rounded to \$1.02.
- D) All goods or services required or requested by the State and proposed by the Bidder at No Cost to the State must be clearly entered in the Bid Price Column B with \$0.00.
- E) All goods or services required or requested by the State and Not Offered by the Bidder to the State must be clearly typed in the Bid Price Column B with N/O.
- F) Except as instructed on the forms, nothing shall be entered on the forms that alters or proposes conditions or contingencies on the Bid Prices.
- G) The State is exempt from the Maryland State Sales and Use Tax and other similar taxes and surcharges and most other excise and sales and use taxes. However, certain materials, supplies, fuel and equipment Contractor is required to provide to perform its obligations under this Contract are subject to certain taxes and surcharges and Contractor remains liable for the payment of any such taxes and surcharges notwithstanding the fact the same are being used to complete work for the State. Such use does not entitle the Contractor to any exemption from or mitigation or waiver of such taxes and/or surcharges.

- H) Any goods or products provided by the Contractor hereunder are delivered to the State F.O.B. State-designated location and Contractor may not add on any charges or fees for handling, transportation, delivery, or any other matter. All prices specified by Contractor under this Contract are the installed and as accepted price by the State and the Contractor shall not be entitled to any additional compensation for causing any such deliverables to pass acceptance, unless the reason for non-acceptance was directly and solely attributable to actions by the State.